**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, November 19, 2020**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Deirdre Rogers, Andrea Sipin-Baliwas, Angela Meisner, Monique Hernandez, Lori Swain, Jim Hofferkamp, Jeremy Laws
   * **Meeting ground rules reminder:**
     1. Tell us your name and registry before each comment
     2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups**
   * **R&R workgroup**
     1. **Salary survey**
        + The possibility of adding the salary survey to our activities was discussed. They received word from Angela that NCRA is already planning to do a salary survey of registries. Lori S. reported they conduct a salary survey of central registries when they do their job task analysis for preparation of the credentialing exam. Questions are added to gather some demographic information. This is not a formalized survey.
        + The R&R workgroup will continue to work on the two separate surveys, focusing on registries/management and on individual registrars.
     2. **Retention Toolkit**
        + The recruitment toll kit was reviewed and looked at ideas of what it may include and pooling our resources together.
   * **Survey course and LMS**

Angela Martin. reported the survey course has 435 registrations as of 11/19/20 and 42 individuals have completed the series. The most popular are public health surveillance, case finding and establishing an effective population-based cancer registry system. At some point we will create a schedule of what and when things need to be updated. The last NAACCR Talk for this year is Advanced Data Collection and will take place this month. There are no CEs for this talk and will happen on December 2nd. Also to occur in December are the updates to ICD-O-3.2 and solid tumor rules.

* + **NPCR education project**

Jim reported the agenda has been developed. The next ETC Training will take place in December on ICD-O-3.2.

* + **Ambassador program**
* Angela Meisner. shared this group has met a couple times. The respondents are being reviewed from the Strategic Management Plan survey from June regarding those interested in getting involved with NAACCR. We will begin contacting people to identify their interest and level of commitment.
* Plan to advertise the program on the NAACCR Summer Forum as well as the NAACCR list serv and Narrative.
* This program was also discussed at the NAACCR Board/Chair meeting regarding how the mentorship program may collaborate with the ambassador program.

1. **New activities – Determine SMP Objectives to prioritize next**
   * **Suggestions:**
     1. **Goal 1 – Objective 2: Support collaborative approaches to make career opportunities more attractive to individuals with skill sets and expertise to build and implement the cancer registry of the future.**

* Andrea shared her experience is a loss of knowledge due to retirements. Going forward need tech savvy applicants because of remote working. How can we make the registry job more attractive to people who can work independently?
* Lori S. added that historically one of the recruitment challenges and sometimes retention with central registries has been not having the ability to work remotely. Is there an opportunity for NAACCR to understand those states that are challenged by this issue?
* Andrea likes the idea to reframe this new normal and think of ways we can be supportive and keep the discussion alive. A NAACCR talk is a possibility to allow registries to share their experiences. Would be good to see how they are doing now that they have adjusted to the changes COVID presented. We could create guidelines supported with data.
* Monique pointed out this may be a time sensitive priority to provide tools to make a case for working from home.
* Jim suggested establishing what is our deliverable and when will it be due?
  + - * + **ACTION** Carrie, Andrea, and Angela M. will discuss this in a small group.

1. **Possible Collaboration with Other Steering Committees**

Andrea shared a draft of a steering committee collaboration tracking spreadsheet. This captures different steering committees and goals that were vocalized as areas that would foster collaboration with Professional Development. Keep in mind the SMPs are not yet finalized.

* + Professional Development Steering Committee
    1. **Goal 2 –** Develop a comprehensive multidisciplinary training program that provides cross training and leadership skills to ensure that professional personnel in NAACCR member organizations process the requisite skill sets required to excel in the rapidly changing cancer surveillance environment.
       - **Objective 1 –** Continue to provide educational opportunities to assist development of registry personnel in scientific, operational, technological, management, and data use issues *– in collaboration with Research and Data Use.*
       - **Objective 3** *–* Outline a comprehensive training program that includes core competencies in the areas of leadership, management, registry operations, epidemiology/statistics, IT, and data security to prepare members for management positions and to provide for a talented and reliable supply of future NAACCR leaders *– in collaboration with Research and Data Use.*
  + **Research and Data Use Steering Committee**
    1. **Goal 2 -** Improve the research capacity of NAACCR Member Registries and enhance data use capabilities.
       - **Objective 2 -** Strengthen NAACCR’s internal capacity to support research activities *– in collaboration with Profession Development.*
         * Tool kit is one area we could work on with RDU.
         * Possibly have RDU do a NAACCR Talk on what data is available for research.
         * Need to reach out to them for more information to decide if this needs to be made a priority or not.

1. **Activities on hold**
   * + - Hackathon
       - Guidelines for siting references for the FLccSC Group